

APPENDIX E
Spring 2007
Virginia Stanford English Language
Proficiency Test

TEST IRREGULARITY FORM

For local use only

Directions to the Examiner and/or School Test Coordinator (STC):

Return the completed form to the School Test Coordinator/Division Director of Testing

Describe the irregularity in the space below. Then the School Coordinator should forward this form to the DDOT for review. The School Test Coordinator must report testing irregularities to the DDOT within 24 hours of occurrence. The DDOT must fax test irregularities to the Virginia Department of Education, Division of Assessment and Reporting, 1-804-371-8978. **Include the name of each student involved in an irregularity.**

(Please Print)

Division Name: _____

DDOT's Telephone Number: _____ **Fax Number:** _____

School Name: _____

Division/School Code: _____ **Date:** _____

Grade Cluster (check one)	Test Form	Subtest (check one)
<input type="checkbox"/> Preliteracy: Kindergarten and 1	<input type="checkbox"/> Form VA-S	<input type="checkbox"/> Pre-Writing
<input type="checkbox"/> Primary: 2	<input type="checkbox"/> Form _____	<input type="checkbox"/> Pre-Reading
<input type="checkbox"/> Elementary: 3, 4, and 5		<input type="checkbox"/> Listening
<input type="checkbox"/> Middle Grades: 6, 7, and 8		<input type="checkbox"/> Writing Conventions
<input type="checkbox"/> High School: 9, 10, 11, and 12		<input type="checkbox"/> Reading
		<input type="checkbox"/> Direct Writing
		<input type="checkbox"/> Speaking

Description of Irregularity:

Action Taken (to be completed by DDOT):

School Test Coordinator Signature: _____ **Date:** _____

DDOT Signature: _____ **Date:** _____

Irregularity forwarded to the VDOE? NO ☐ Yes ☐ If Yes. Date: _____

For assistance with test irregularity resolution, fax to Virginia Department of Education, Division of Assessment and Reporting, 1-804-371-8978.

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